



**ADMINISTRATIVE
COMMITTEE PCA**

Expense Reimbursement Information

We seek to be good stewards of the Lord's resources – please help us control costs by considering efficiencies and economies when making your travel plans. Please try to be reasonable with your expenses. **Receipts are needed for all reimbursements.** Itemized restaurant meal receipts (not just credit card signature receipts) are required for meal reimbursements.

Transportation: Please try to keep your total transportation cost to \$400.

Air Travel

- We request that you make your airline reservations well in advance. Please be conscious of costs when making your travel arrangements and avoid extra fees. **Seat upgrades and baggage fees for your convenience are at your expense.**
- If your flight is over \$400, please get prior approval before booking the flight.
- If flying Delta, please use Meeting Event Code **NY24K** for possible discount and benefit to PCA Administrative Committee. Be sure to enter your SkyMiles number and you will earn points on the flight.

Airport Shuttles

- We have a list of shuttle providers that serve our area – <http://www.pcaac.org/airport-shuttles/>
- Ride share options like Uber or Lyft may also be cost effective.

Rental Car

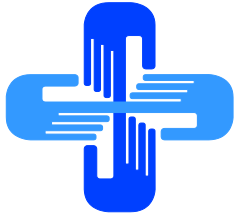
- We will not normally reimburse rental cars unless the total cost of the rental car is less than the cost of a round trip shuttle (\$85).
- Rental cars may be cost effective if two or more attendees are sharing the vehicle, but please be sure to include their names with your reimbursement.

Food and Beverage

- In most cases, the Administrative Committee will make all meal arrangements.
- When traveling to and from the meeting, we normally apportion \$15 for breakfast or lunch and \$25 for dinner (inclusive of dessert and drinks). We will not reimburse alcohol.
- When traveling with a group of members, and one person “takes up the tab”, please be sure to keep these dining costs in mind. When submitting your itemized receipt, be sure to include each member's name for accurate reimbursement.
- **Receipts are needed for all reimbursements.** Itemized restaurant meal receipts (not just credit card signature receipts) are required for meal reimbursements.

Lodging

- You should be able to arrive at our meeting within the same day you left. Therefore, normally, we do not cover lodging for en route reimbursements. All lodging at our meetings is provided by the Administrative Committee.
- Thank you for helping the PCA Administrative Committee as we try to steward the resources with which we are entrusted. If you have any questions, please email events@pcanet.org.



**ADMINISTRATIVE
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Expense Reimbursement Form

Pay To: _____
Please print Please sign

Name if different than Pay To: _____

Address: _____

Phone: _____ Email: _____

Meeting:
Location: _____ Purpose: _____ Date(s): _____

Individuals wishing to contribute their expense charges to the Administrative Committee (AC) may do so by completing the Reimbursement Form and returning it with the "yes" box checked below. A proper receipt will be issued.

Please contribute my expenses to the AC **Yes** **No**

Air Travel	\$ _____
Mileage _____ at \$0.655 per mile	_____
Train, Bus, Taxi, and Parking	_____
Meals	_____
Lodging	_____
Other (explain)	_____
TOTAL	\$ _____

- Notes:**
- (1) Receipts are needed for reimbursement.
 - (2) We will reimburse expenses pertaining to PCA business: air travel up to \$400, ground travel up to \$400, and food expenses up to \$45 per day. Please be prepared to cover any personal expenses.
 - (3) **Submit reimbursement form within 45 days of the meeting.**

Submit form to: **Email** events@pcanet.org
 Mail 1700 N Brown Rd, Suite 105, Lawrenceville, GA 30043

Office Use Only:
Approved by: _____ Date: _____

Air Travel (5310) _____; Ground Travel (5360) _____; Meals (5480) _____; Lodging (5420) _____; Professional Services (5860) _____